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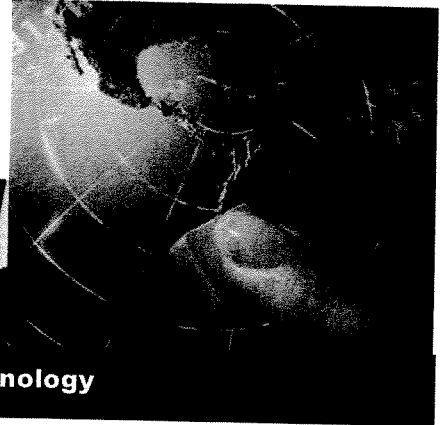
Connecting your business with technology

Statement of Work for City of Albuquerque

Planning & Analysis of PeopleSoft HRMS & Financials Applications
July 17, 2006

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Marietta, Georgia 30067
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Exhibit A

Executive Summary

The City of Albuquerque is planning to implement the PeopleSoft Enterprise Resource Planning (ERP) applications beginning around October of 2006. The project team within the City is starting to be formulated by pulling key resources from the various divisions and assigning these individuals to a dedicated project team in support of this project. To help prepare for the upcoming project, the City is seeking assistance in budgeting the cost of the Planning and Analysis Phase of the project.

This document includes a high-level project plan with the corresponding timelines for the project for the City to review. This project plan is based solely on the information provided by the City and will need to be revised if any of the assumptions outlined within the Project Assumptions section prove to be inaccurate. Furthermore, once the project is started, the enclosed project plan will be expanded upon as a final Planning and Analysis Phase deliverable to ensure that all phases, steps, activities, and tasks for the detailed project work plan are addressed.

SkyBridge Global is prepared to partner with the City for the PeopleSoft ERP project. Based on a start date of October 2, 2006, the Planning and Analysis phase is estimated to be completed by January 12, 2006 (fifteen weeks). This date is based on the City's resource commitment and adequate participation levels throughout this Planning and Analysis Phase of the project.

SkyBridge Responsibilities

SkyBridge will staff the project with a team of professionals who have the skills and experience to make your project a success. We will work closely with the City at all levels to ensure that we are providing the right people to complete the project as measured against your definition of success.

SkyBridge will apply the appropriate level of project management techniques to ensure the timely completion of deliverables and a successful project. We focus on completing all of our projects on time, and on budget while providing excellent customer satisfaction.

SkyBridge will focus on the business and end-users in order to ensure that normal business can continue to be conducted and that the new business processes are streamlined and improved. The overall focus of our methodology is to provide quality, efficiency, and accelerate common project tasks and activities for the overall implementation.

Your SkyBridge Engagement Manager will provide additional expertise in the areas of master enterprise planning, risk management, quality assurance, and project oversight.

All SkyBridge project team members will have the appropriate level of experience for the project.

Program Approach

The following table summarizes the distinct phases of the proposed project.

SkyBridge BridgeWay Methodology Phase	High Level Description
Planning & Analysis	The Planning & Analysis phase begins when an agreement has been signed between SkyBridge and the City. It includes Project Planning, a Statement of Work, and Budgeting. SkyBridge prepares a Statement of Work (SOW) and a Project Plan (PP). The purpose of the SOW and PP is to set goals and expectations for the project. Together these documents make up the project charter by which the project team can achieve a successful implementation. SkyBridge will work with the City to complete the design of the new business processes and functional flows using the new software, define the conversion strategy, identify any required custom work if needed, and develop project goals to measure the benefits of the technology change.
Develop	The critical activities performed during this phase include conversion, development and unit testing, setting up security and basic system configuration, developing and performing a system test, and ensuring that the City takes ownership for changing their processes and training of their associates.
Accept	This phase includes integration testing, volume testing, end-user training, and preparedness assessment. The SkyBridge project manager is responsible for ensuring the City's execution of the required processes and driving the resolution of any issues during this project phase.
Deliver	Once all deliverables from Integration Testing are complete, Implementation begins with the actual conversion of the City's data into the production environment. In addition to the conversion of the City's data, implementation also includes moving programs from the test environment to production, copying the test environment's configuration, and reporting / resolving issues, if any, found during the conversion.
Support	Post Implementation support includes any consulting services provided to the City to help stabilize the system and operational processes as a result of the technology change. SkyBridge will also assist the client in tracking the progress made in relation to the project goals identified in the design phase.
Project Management Change Management	The purpose of project management during the implementation is to ensure the overall success of the project. Key activities include budget planning and tracking, project status reporting, and maintaining project team focus through effective communication.

Project Timeline and Key Milestones

Below is a high level timeline to show how the three deployments of the initial project phase will be scheduled.

Project Timeline

	2006			2007											
	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Planning & Analysis Phase															
EPM Implementation															
HCM Implementation															
Finance Implementation															

The above timeline includes the following modules. The Planning & Analysis Phase may recommend changes to which modules are to be implemented.

Finance
General Ledger
Commitment Control
Budgeting – Basic
Project Costing
Purchasing
Accounts Payable
Accounts Receivable
Cash Management

HCM
Human Resources
eProfile
Base Benefits
Payroll
ePay
Time & Labor 1

EPM
Requirements – Fit Gap
High Level Design

The Planning & Analysis Project Scope

Based on our understanding of the City's current situation and business objectives, we have identified the high-level scope of the project to be as follows:

1. Develop a project strategy and approach that incorporates change management and system-driven processes.

2. Finalize the applications (HR, Payroll, Benefits etc.) that will be in scope for implementation and identify potential future phases.

3. The deliverables for the Planning & Analysis phase are below. Some of these deliverables will be embedded in the project charter

- Functionality Workshops
- Fit Gap Analysis
- Current State Assessment
- Future State Solution (includes configuration, required customizations, business process changes)

- Communication Strategy
- Issue Tracking/Resolution Strategy
- Reporting Strategy
- Conversion & Interface Strategy
- Training & Change Management Strategy
- Testing Strategy
- Security Strategy
- Architecture Review
- Project Charter/Project Plan
- High-level Resource Guide & Rough Budget

The success of the Planning & Analysis phase is dependent on the completion of the following pre-planning activities

a. Administrative start up
b. Validate initial roles and responsibilities– stakeholders and steering committee must be clearly identified in addition to the project team
c. Assign team members to project roles
d. Determine sub-teams and formalize
e. Set up project meetings
f. Complete consulting resource logistics needs
g. Architecture pre-planning to ensure that initial hardware and software is in place for the phased installation. The initial installation should meet the minimal requirements necessary to support the planning phase tasks.
h. Database instance planning should occur to ensure that space and environment preparation is complete to support Phase 1.
i. Acquire HW and software needed for the Planning and Analysis phase.
j. Configure and install HW required for the Planning and Analysis phase
k. Install at least two PeopleSoft 8.x prototype environments to prepare for functionality workshops, future state assessments and fit gap analysis and prototyping.

Planning & Analysis Cost

Skybridge Global Team Role	Quantity	Estimated Project Hours	Total Estimated Cost
Engagement Manager		32	Free
Project Manager	1	600	$96,000
HR Benefits eProfile Functional	1	520	$72,800
Payroll ePay Functional	1	520	$72,800
Time & Labor Functional	1	520	$72,800
General Ledger & Commit Control	1	560	$78,400
EPM Budgeting & Project Costing	1	560	$86,800

Accounts Payable & Accounts Receivable	1	560	$78,400
Change Mgmt & Training	1	360	$55,800
Technical Lead	1	600	$84,000
Purchasing & Cash Management	1	560	$78,400
Total		**5,392**	**$776,200**

The cost estimate above is consultant labor cost only. Any additional cost, such as hardware, network and travel are not contained in this estimate.

Project Assumptions & Risks

The following assumptions have been taken into account and are viewed from SkyBridge Global's perspective in the development of this high level estimate. If these assumptions are found to be inaccurate, the project schedule and tasks will have to be revised to reflect the appropriate action.

- The City's project team members (Project Management, Business Analysts, DBA's, Network Administrators, System Administrators, Security Administrators, etc.) will be sufficiently trained on all relevant applications before the Planning & Analysis phase of the project begins. User and application support help desk training will occur on a schedule prior to implementation.

- The City's resources will physically participate in the workshops and group meetings in order to increase their participation level, obtain knowledge transfer, and adequately address their individual business and operational requirements.

- The technical architecture, hardware, software, LAN/WAN environments will be in place before the development phase of the project begins. Hardware for the functional workshop will be in place prior to the planning and analysis portion of the project.

- The City will provide a stable infrastructure to support this development effort and the implementation and the infrastructure provided will be compatible with PeopleSoft software.

- The planning and analysis phase of the project provides everyone the opportunity to perform due diligence and determine a more precise level of effort. Future State, Fit-Gap analysis, and Scoping strategies are produced in order to provide the roadmap. At the end of planning and analysis a fully loaded project plan will be produced. If any of the assumptions used to build this estimate prove untrue, a new estimate will be produced at that time.

- The success of the project is dependent upon the readiness, willingness and ability of the City to embrace the change in processes and procedures that are inherent in implementing a new system.